

ANNUAL PUBLIC FILE EEO REPORT

KTLM TV-40

Call Sign of Station(s): KTLM 4/1/17- 03/31/18

1. List all full-time job vacancies filled by any station covered by this report during the past year.

- 30530BR Sports Anchor
- 32254BR Telemundo 40 News Intern
- 33442BR Marketing Coordinator
- 33490BR Producer/Writer
- 33690BR APC Operator Internship
- 34411BR Traffic Assistant
- 37426BR APC Operator Internship
- 35238BR Receptionist/Admin Asst.
- 37620BR Weather Anchor
- 38271BR Weather Anchor
- 38273BR APC Operator

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form. **Forms are at the end of the report.**
3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1?

55 total interviewees

4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
NBC Universal Careers Website	20
Employee Referral	5
Career Builders	0
Internal/Former Candidate (NBCUniversal)	6
TVJobs.com	0
YOH Managed Staffing	4
KTLM On Air Spots	2

UTRGV Website	5
STC Website	0
Internship Program	4
Career and Job Fairs	5
Social Media Sites	4
Indeed.com	0

5. Please summarize the station's (or station group's) broad outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

JOB FAIRS, CAREER DAYS & RECRUITMENT EVENTS

April 5, 2017

Santa Rosa High School

Career Fair

Presenter: Yulieth Botello, Anchor

Presenter talked to students about her career path and how she was able to achieve her goals and dreams.

Attendance: 300 students

April 21, 2017

Jorge Rolando Gutierrez

Early Childhood School

Annual Career Day

Presenter: Hugo Magallan

Presentation to Pre-K4 and Kinder garden students - spoke to students about his career as a Journalist, the importance of being bilingual, and a typical day in the News room and the most important aspects of a Newscast. Presentations were divided into 3 sessions for approximately 20 minutes.

Attendance: 150 students

May 24, 2017

Salinas Elementary

Career Day

Presenter: Angelina Armendariz, Video Journalist

This career day was one-on-one presentations for 3rd, 4th and 5th grade students. Presenter gave a brief description regarding her broadcasting career, responsibilities in her current position, education needed to pursue a career in Communications or Broadcasting.

Attendance: 20 to 25 students per classroom.

June 22-June 25, 2017

Investigative Reporters & Editors Conference & Workshops

Ana Cecilia Mendez, Telemundo Responde Reporter and Miguelangel Lopez, VP of News, KTLM attended the IRE Conference in Phoenix, AZ

September 6th – September 9th 2017

National Association of Hispanic Journalist

Yearly Career Conference

Presenters: Jose Flores, President/GM, KTLM

Miguelangel Lopez, VP of News, KTLM

Iris Rodriguez, Executive Producer, KTLM

KTLM Management team met and interviewed various candidates in different stages of their careers. Most candidates were entry level, seeking feedback on their productions and potential opportunities within our organization.

Estimated Attendance: 1000 career seekers

September 9, 2017

NAHJ

Workshop

Presenter: Jose Flores, President and GM, KTLM

Workshop was focused on improving candidates skill set in various aspects of their role. This included writing skills, being a good storyteller, camera and editing skills, finding the right content and how to develop a great story.

Attendance: Over 200 attendees

October 4, 2017

UT-RGV

Brownsville Campus

2017 Fall Career Expo

Presenters: Martha Muniz, Office Manager & Norma Villanueva, CSR

This event is hosted by UTRGV Career Center during HESTEC week. UTRGV invites many different companies, organizations and government agencies to be part of the 2017 fall recruitment expo where companies can give out information to qualified students on career and job opportunities, internships and more.

Estimated attendance: 1000 students

October 24, 2017

South Texas College

Technology Campus B Building

IT Career Fair Extravaganza

Presenters: Javier Guerra, Director of Technology, Carlos Alanis, IT Manager, Martha Muniz, Office Manager

This event was focus on giving out information to Technology major students pursuing a career on Broadcasting, Technology and/or Engineering.

Estimated Attendance: 200 students

November 7, 2017

Grulla High School Tour

Career and Technology Students – Media Class

Presenter: Jose Flores, President & GM and Javier Guerra, Director of Technology

Presenters gave a tour and presentation of the facility to Media Tech Students so they could experience a true setting/work place environment of a TV Station. Students were able to ask questions regarding their career pathway. During a 30 minute presentation, each student had the opportunity to learn about a variety of careers within a broadcasting industry.

Attendance: 22 students

November 7, 2017

Rio Grande High School

Career and Technology Students – Media Class

Presenter: Jose Flores, President & GM and Javier Guerra, Director of Technology

Presenters gave a tour and presentation of the facility to Media Tech Students so they could experience a true setting/work place environment of a TV Station. Students were able to ask questions regarding their career pathway. During a 30 minute presentation, each student had the opportunity to learn about a variety of careers within a broadcasting industry.

Attendance: 25 students

February 8, 2018

Cathy Middle School

Career Fair

Presenters: Laura Repreza, Marketing Director and Valeria Ayala, Marketing Coordinator

Presenters setup a booth to speak to students from 6th, 7th and 8th grade to expose them to the different careers opportunities within the Television industry. Students were separated by grade levels and were prepared with questions regarding the different career and job opportunities, salary ranges and education needed to be able to work for a Television station.

Estimated attendance: 500 students

February 8, 2018

Alonzo De Leon Middle School

Annual Career Day

Presenters: Martha Muniz, Office Manager and Norma Villanueva, CSR

Presenters spoke to 6th, 7th and 8th grade students to expose them to the different career opportunities within a TV station, not only broadcasting but careers in Finance, Engineering, Technology, Marketing, graphics and more.

Estimated attendance: 500 students

February 17, 2018

TSTC

San Benito Veterans Academy

Kmac Contest

Presenter: Isamar Terrazas, Assignments Desk Editor

Presenter was a judge for a Digital Cinema Contest.

Scope of contest: Teams of 2 students produced a short film based on a given prompt. The film should display creativity and technical skills as well as address the given prompt. Students sit with a judge during the day for a professional interview. The judge asks questions regarding the film, the equipment used, students' career goals, and their video production class. Each student submits a professional resume to the judge.

Estimated Attendance: 200 participants and staff

February 23, 2018

Lincoln Middle School

Career Fair

Presenter: Brenda Cantu, Weather Anchor

Presentation: 15-20 minutes sessions focused on her career as a Weather Anchor on how she was able to achieve it. Certificates/Education needed, crucial skills, benefits and perks in career and a brief background of presenter. Q&A after presentation.

Attendance: 150 students (6th, 7th & 8th)

March 23, 2018

Castro Elementary Mission ISD

Technology Career Day

Presenter: Javier Guerra, Director of Technology

The theme of this career day was to expose students to Professionals careers in Technology.

Presentation was based on questions from the students mainly in the technical field.

Estimated Attendance: 300 students (grade levels

February 23, 2018

Lincoln Middle School

Career Fair

Presenter: Brenda Cantu, Weather Anchor

Presentation: 15-20 minutes sessions focused on her career as a Weather Anchor on how she was able to achieve it. Certificates/Education needed, crucial skills, benefits and perks in career and a brief background of presenter. Q&A after presentation. Attendance: 150 students (6th, 7th & 8th)

1. INTERNET RECRUITING

Telemundo 40 post all open positions at www.nbcunicareer.com and our own website, www.telemundo40.com. We also post on line at the following Websites: www.indeed.com, www.careerbuilders.com, www.TVjobs.com, www.utrgv.edu/careerservices, www.collegecentral.com/southtexascollege and other Social Media Sites.

2. INTERNSHIP PROGRAM

Spring, summer and fall 2017 – Spring 2018

Telemundo 40 has continued with the paid internship program for qualified undergraduate and graduate students interested in the TV broadcasting industry. Interns gain hands-on experience while working on challenging projects, networking with professionals and learning from some of the brightest minds in the business. We hired 3 student interns during the period of 04/01/17 to 03/31/18.

3. SCHOLARSHIP PROGRAM

Telemundo 40 participated with 2 local High Schools and awarded 4 qualified seniors pursuing careers in Mass Communications and Broadcasting with Scholarships of \$1000 each.

4. Internal Outreach Publications

Telemundo 40 continuously announces all job and internship opportunities internally own channel.

5. Publications

Newspaper Ad on the Monitor, published on March 11, 2018.

6. INTERNAL EMPLOYEE EEO TRAINING

The Stations regularly offer training to employees addressing methods of ensuring equal employment opportunities and preventing discrimination. All employees, including management, must complete Diversity and Inclusion training when they join NBCUniversal. The TV stations of NBCUniversal continue to regularly offer training to employees addressing methods of ensuring equal employment opportunities and preventing discrimination, including ongoing Diversity and Inclusion Training, Integrity Training and Code of Conduct Training.

7. INTERNAL SKILLS ENHANCEMENT PROGRAMS

Employees of the station are provided with training and development opportunities designed to enhance their ability to assume positions of greater responsibility. Various programs are provided via external vendors and internal NBCU sponsored programs. During this last reporting period, Station Employees participated in the following training opportunities: Talent Lab and the Harvard Mentor Tool. In addition, online courses on a variety of topics are available to all employees including Negotiation skills, Time Management, Team Building, Goal Setting, Project Management, Communication Skills and Conflict Management.

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 30530BR Sports Anchor

Date Job Filled: 04/14/17

Recruitment Source

That Referred

Ultimate Hire: Former NBCUniversal Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
Tvjobs.com	http://www.tvjobs.com/			No
YOH Managed Staffing		Mariela.montoya@nbcuni.com	adriana.salazar@nbcuni.com	No
KTLM- On Air Spot Internship Recruitment	http://media.telemundo40.com/documents/Telemundo+40+Internship+Program.pdf	Martha Muniz	Martha.muniz@telemundo.com 956-686-0040	No
UTRGV website	http://www.utrgv.edu/careerservices	Ronnie Garcia	Rgarcia3@utpa.edu 956-665-2245	No
South Texas College website	http://studentservices.southtexascollge.edu/careerservices	Melody Portillo	mportill@southtexascollge.edu	No

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 32254BR Telemundo 40 News Intern

Date Job Filled: 4/21/17

Recruitment Source

That Referred

Ultimate Hire: Employee Referral

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
Tvjobs.com	http://www.tvjobs.com/			No
YOH Managed Staffing		Mariela Montoya	Mariela.montoya@yoh.com	No
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South Texas College website	http://studentservices.southtexascollege.edu/careerservices	Melody Portillo	mportill@southtexascollege.edu	No

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 33442BR Marketing Coordinator

Date Job Filled: 04/12/17

Recruitment Source

That Referred

Ultimate Hire: Current Yoh Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
Tvjobs.com	http://www.tvjobs.com/			No
YOH Managed Staffing		Mariela Montoya	Mariela.montoya@yoh.com	No
KTLM- On Air Spot Internship Recruitment	http://media.telemundo40.com/documents/Telemundo+40+Internship+Program.pdf	Martha Muniz	Martha.muniz@telemundo.com 956-686-0040	No
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South Texas College website	http://studentservices.southtexascollge.edu/careerservices	Melody Portillo	mportill@southtexascollge.edu	No

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 33490BR Producer /Writer

Date Job Filled: 5/17/17

Recruitment Source

That Referred

Ultimate Hire: Former NBCUniversal Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
Tvjobs.com	http://www.tvjobs.com/			No
YOH Managed Staffing		Mariela Montoya	mariela.montoya@yoh.com	No
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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 33690BR APC Operator Internship

Date Job Filled: 07/17/17

Recruitment Source

That Referred

Ultimate Hire: NBCUnicareers.com

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 34411BR Traffic Assistant

Date Job Filled: 06/27/17

Recruitment Source

That Referred

Ultimate Hire: Current NBCUniversal Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
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South Texas College website	http://studentservices.southtexascollge.edu/careerservices	Melody Portillo	mportill@southtexascollge.edu	No

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 37426BR APC Operator Internship

Date Job Filled: 12/26/17

Recruitment Source

That Referred

Ultimate Hire: Current NBCUniversal Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 35238BR Receptionist/Administrative Asst.

Date Job Filled: 01/01/2018

Recruitment Source

That Referred

Ultimate Hire: Current Yoh Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 37620BR Weather Anchor

Date Job Filled: 01/08/18

Recruitment Source

That Referred

Ultimate Hire: NBCUni Careers Website

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 38271BR Weather Anchor

Date Job Filled: 01/08/18

Recruitment Source

That Referred

Ultimate Hire: NBCUniversal Website

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
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South Texas College website	http://studentservices.southtexascollge.edu/careerservices	Melody Portillo	mportill@southtexascollge.edu	No

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM**

Station: KTLM TV-40

Job Title: 38273BR APC Operator

Date Job Filled: 03/12/18

Recruitment Source
That Referred

Ultimate Hire: Social Media/Current NBCUniversal Employee

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	http://www.nbcunicareers.com/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Americas Job Bank	http://www.ajb.dni.us/	James Arroyave	James.arroyave@nbcuni.com 954-622-6839	No
Internal Referral		Olga Aldape	Olga.aldape@nbcuni.com	No
Internal Candidate		Olga Aldape	Olga.aldape@nbcuni.com	No
Tvjobs.com	http://www.tvjobs.com/			No
YOH Managed Staffing		Mariela Montoya	Mariela.montoya@yoh.com	No
KTLM- On Air Spot Internship Recruitment	http://media.telemundo40.com/documents/Telemundo+40+Internship+Program.pdf	Martha Muniz	Martha.muniz@telemundo.com 956-686-0040	No
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